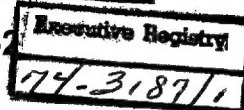




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PRESIDENT'S COMMISSION ON PERSONNEL INTERCHANGE

DD/M&S 74-1121-



DIR-9888

March 25, 1974

Mr. William E. Colby
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Colby:

Thank you for your nominations for the 1974/75 President's Executive Interchange Program; we appreciate your interest and support.

We have asked for industry position descriptions to be sent to us before April 1st. As soon as we have a good selection, we will invite your executive(s) for interviews with the Commission staff. At that time, we will screen the candidates, identify interests and estimate placement potential. Candidates who meet the Program criteria and who are judged to have good placement potential will then be invited to participate in the next phase of the Program, that is, interviews with prospective host companies.

During this phase, we will first send out biographies which appear to match company-supplied position descriptions or specified areas of interest. When the companies identify candidates that they would like to interview, we will set up interview schedules. Generally, we will try to schedule 2 to 3 interviews so that your executive(s) may get a broader exposure to various companies and specific positions that are being offered. At the completion of the interviews, your executive may be offered one or more positions and will be expected to make a decision. The Commission staff will provide advice and counsel as required.

Arrangements for interview travel should be made through your agency, using existing procedures for travel orders. If the nominee accepts one of the positions offered, the President's Commission on Personnel Interchange will reimburse your agency for the interview expenses.

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The salary for the Interchange position will generally be consistent with the executives compensation prior to his entry into the program. Adjustments may be made to compensate for lost benefits, impending step increases and any General Schedule adjustments.

Starting dates of the assignment are negotiated by the nominee and the Company, taking into consideration their needs, but are usually between July 1 and September 1.

Attached is a statement of "Sponsor responsibilities". If you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jay I. Leanse".

Jay I. Leanse
Executive Director

Enclosure

President's Commission on Personnel Interchange

EXECUTIVE INTERCHANGE PROGRAM

Sponsoring Organizations Responsibilities

1. Careful selection of nominees who have the demonstrated potential for leadership and the capability which would be reasonably expected to allow them to achieve a position as Senior Executive in the sponsoring organization.
2. Designation of a liaison officer to work with the Commission and the Interchange Executive from nomination to return to the sponsoring organization.
3. Payment of moving expenses to and from the location of the Interchange assignment.
4. Payment of a portion of the cost of the Education Program. Sponsors are asked to contribute \$1,000 for each executive placed in the Program.

Note: Salaries for Interchange Executive are paid by the Host organization. These salaries are usually comparable to those earned prior to the assignment, adjusted for cost-of-living increases, etc.

Interview expenses (transportation costs, \$25.00 per day per diem and incidental expenses) are reimbursed by the President's Commission on Personnel Interchange.

5 March 1974

Mr. Jay I. Leanse, Executive Director
President's Commission on Personnel Interchange
1900 E Street, N.W.
Washington, D.C. 20415

Dear Mr. Leanse:

In response to your recent invitation to the Central Intelligence Agency to participate in the 1974-75 President's Executive Interchange Program, I am pleased to nominate Mr.

[REDACTED] Nomination forms for

[REDACTED] are serving in the Washington headquarters and are available for interview at your pleasure. Mr. Alfonso Rodriguez, our Director of Training, will be glad to contact the nominees for you and provide any other assistance you may want in connection with our participation in the Program. His telephone number is 351-3245.

While we recognize the importance of accepting qualified Interchange Executives from the private sector, as you may know, we have made significant personnel reductions during the past year. Consequently, we are unable now to identify positions that might be filled by business executives. We will continue to explore the possibility of participation in this phase of the Program.

Sincerely,

(SIGNED)

W. E. Colby
Director

Enclosures

ORIGINATOR:

STATINTL

[REDACTED]

Alfonso Rodríguez
Director of Training

25 Feb 74
(Date)

CONCUR:

b

F. W. M. Janney
Director of Personnel

27 Feb 74
(Date)

b

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

4 MAR 74
(Date)

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ES-TSB: [REDACTED]:maq (11 Feb 74)

Rewritten: DDTR: [REDACTED]:maq (22 Feb 74)

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